

# Retention and Classification Report

**Agency:** Department of Natural Resources. Division of Oil, Gas, and Mining. Minerals Reclamation (3220)  
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**Records Officer** Vicky Dyson

81693 Mineral regulatory program performance bonds  
08626 Minerals regulatory program mine case files  
08625 Minerals regulatory program mine exploration files

**AGENCY:** Department of Natural Resources. Division of Oil, Gas, and Mining.  
Minerals Reclamation

**SERIES:** 81693

3

**TITLE:** Mineral regulatory program performance bonds

**DATES:** 1982-

**ARRANGEMENT:** numerical by company number

**DESCRIPTION:**

This is a bond filed by non-coal mine operators made payable to the state conditional on the performance of all activities required under state and federal law. This is required under UCA 40-8-14. This includes the period of the liability, the amount of the bond, the area covered by the bond, and the terms and conditions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after expiration, revocation, or termination and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Legal

This retention is set to allow for any potential legal action.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Oil, Gas, and Mining.  
Minerals Reclamation

**SERIES:** 8626

3

**TITLE:** Minerals regulatory program mine case files

**DATES:** ca. 1971-

**ARRANGEMENT:** Numerical by mine number

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

Information includes the notice of intent, annual operations and progress reports, file updates, inspection reports, and notification of violations found and what must be done to bring the mine into compliance. Information includes the mine name and location, the permit number, the types of minerals mined, the state or federal lease number, special use permits, the acreage disturbed, the soil tabulation chart, and a record of the reclamation activity.

**RETENTION:**

Retain 50 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after application, scan and quality check, and then transfer to State Records Center provided information is complete and no longer needed in office. Retain in State Records Center for 45 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends.

**AGENCY:** Department of Natural Resources. Division of Oil, Gas, and Mining.  
Minerals Reclamation

**SERIES:** 8626

**TITLE:** Minerals regulatory program mine case files

(continued)

**APPRAISAL:**

Historical Legal

This record has long term value and should be preserved. The in office retention is based on the limitation of actions of UCA 40-8-9(4).

**RETENTION JUSTIFICATION:**

Agency requested a change in the retention from 2 years in office and then transfer to archives to: 2 years in office after reclamation is complete, transfer to Records Center for 28 years, and then transfer to Archives.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Oil, Gas, and Mining.  
Minerals Reclamation

**SERIES:** 8625

3

**TITLE:** Minerals regulatory program mine exploration files

**DATES:** ca. 1971-

**ARRANGEMENT:** Numerical by mine permit number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the files of mining operations for the purpose of discovering a deposit, delineating the boundaries of a deposit, and identifying regions or specific areas in which deposits are most likely to exist. The file includes a notice of intention, annual operations and progress reports, escrow or surety agreements, file updates, written responses to inspection reports, and notification of violations. Information includes the mine name, the permit number, the type of minerals mined, the acreage disturbed, the soil tabulation chart, and the dates and results of inspections.

**RETENTION:**

Retain 50 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after application, scan and quality check, and then transfer to State Records Center. Retain in State Records Center for 45 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in State Records Center until administrative need ends.

**AGENCY:** Department of Natural Resources. Division of Oil, Gas, and Mining.  
Minerals Reclamation

**SERIES:** 8625

**TITLE:** Minerals regulatory program mine exploration files

(continued)

**APPRAISAL:**

Historical Legal

The record of mine exploration activity in the state is of long term importance and should be preserved.

Agency requested a change in the retention from 2 years in office and then transfer to archives to: 2 years in office after reclamation is complete, transfer to Records Center for 28 years, and then transfer to Archives.

**PRIMARY CLASSIFICATION:**

Public